

School Checklist – Applying for a Limited Authority to Teach (LAT)

Each school is required to undertake a recruitment process before applying for a LAT, to demonstrate to the Board that they were unable to find a suitable skilled registered teacher for the position.

1. Before initiating the LAT on TRB Online

- Check the [LAT Policy](#) (approved on 7 December 2023) and ensure the applicant is eligible and the appropriate category of LAT.
- Check that the applicant has a TRB Online account. If not, the applicant should create a login [on TRB Online](#).
- Remind the applicant that they are required to hold a [Registration to Work with Vulnerable People \(RWVP\) with the Department of Justice](#), prior to gaining a LAT. These applications can take up to six weeks, so we recommend applying as soon as possible.
- Make a note of the applicant's date of birth and the spelling of their legal name.
- Ask the applicant to enter all qualifications on TRB Online, including current study. Ask the applicant to email evidence of current study to your school and to trb@trb.tas.gov.au and confirm how many units remaining (including practicums), expected completion and graduation. If the applicant does not hold any completed qualifications, we will require either the applicant's resume or an email listing skills and experience relating to the subject area of the LAT.

2. Creating a LAT interest application on TRB Online

- Read the LAT Policy and ensure the applicant is eligible and the appropriate category of LAT.
- Login with the school's username and password to www.trbonline.trb.tas.gov.au. If the school's username and password is not known, send an email to trb@trb.tas.gov.au to request a password reset.
- The LAT applicant will need to provide the Board with the required evidence and make a payment before we can commence processing the LAT. For new LAT applicants use the step by step guide [Applying for a Limited Authority to Teach](#).

3 Evidence of recruitment process (currently waived until September 2025)

In line with the Board decision in September 2024, the requirement for evidence of recruitment processes is currently waived until September 2025. Please note, an explanation of the need for a LAT is still required.

4. More information

Withdrawing a LAT request: If you decide not to proceed with the LAT email trb@trb.tas.gov.au to withdraw your LAT request and provide the reason. Please discuss with the applicant your decision to withdraw the LAT.

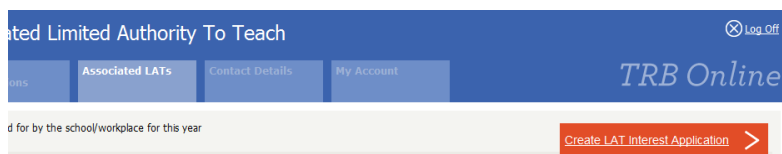
Fee refunds: Please note that if the applicant has already paid for the LAT Application, we can only refund the annual fee as the application fee is non-refundable. We will acknowledge your request to withdraw your LAT by return email and will notify the applicant by email.

[Limited Authority to Teach Policy](#)

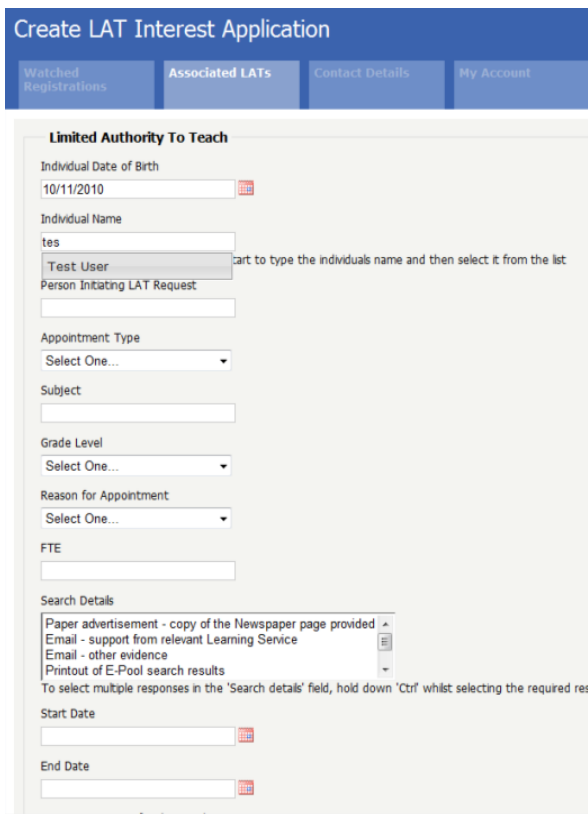
[Limited Authority to Teach FAQ](#)

To create a new LAT

1. In TRB online, go to Associated LATS tab and click on the Create LAT Interest Application button.

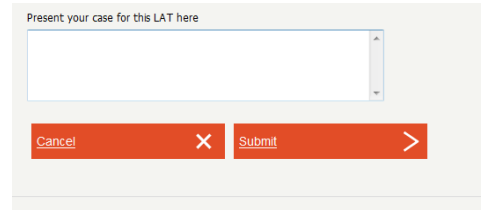


2. Enter the LAT holder's date of birth first and start typing their name (slowly). The LAT holder's name should appear in a list. Select the name from the list.

A screenshot of the 'Create LAT Interest Application' form. The form is titled 'Limited Authority To Teach' and contains several input fields and dropdown menus. Fields include 'Individual Date of Birth' (with a calendar icon), 'Individual Name' (with a search dropdown), 'Person Initiating LAT Request', 'Appointment Type', 'Subject', 'Grade Level', 'Reason for Appointment', 'FTE', 'Start Date', and 'End Date'. A 'Search Details' section is also present with a list of options and a note: 'To select multiple responses in the 'Search details' field, hold down 'Ctrl' whilst selecting the required res'. The form is set against a light grey background with a blue header.

School Checklist - Initiating a LAT

3. Fill in the fields outlining the requirements for your school.
4. Include your case for this LAT in the final field.
5. If an ITE school-specific LAT, include the details of the nominated mentor in the final field.
6. Click the Submit button.
7. The LAT holder will receive an email notification that the LAT offer is in their TRB Online Account ready for them to view, accept, submit and pay the relevant fee.



The screenshot shows a web form with the title "Present your case for this LAT here". Below the title is a large, empty text input field. At the bottom of the form, there are two red buttons: "Cancel" with a white 'X' icon and "Submit" with a white right-pointing arrow icon.

Both the school and the LAT holder will be notified by email when the LAT is formally approved.